

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0822921

DATE POSTED: 02/25/22

POSITION NO: 244955

CLOSING DATE: 03/17/2022 by 5pm

POSITION TITLE: Archaeologist

DEPARTMENT NAME / WORKSITE: DNR/Heritage & Historic Preservation Dept. - Fiscal Recovery Fund Office/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ64A

WORK HOURS: 40 per week PART TIME: ☐ NO. OF HRS./WK.: 45,226.08 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : 21.66 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Under moderate supervision, the Archaeologist will review incoming cultural resources inventory reports and prepare compliance forms for "archaeological clearance" for Fiscal Recovery Fund (FRF) Projects and American Rescue Plan Act (ARPA) projects across the Navajo Nation, apply National Register criteria for identified historic properties (archaeological sites), including traditional cultural properties (sacred sites) and also burials. Review formal agreements, historic preservation plans, project proposals and other documents developed through a cooperative effort between the Navajo Nation, Bureau of Indian Affairs-NRO, and other federal agencies concerning the identification, evaluation, and preservation of cultural resources and sacred sites across the Navajo Nation, projects may integrate resources plan, Memorandum of Agreements, Programmatic Agreements, etc. Make recommendations on documents/proposals to ensure Navajo Nation interests are protected and promoted. Conduct fieldwork such as verifying location of cultural resources, identify and record archaeological resources, burial, sacred places, etc. Participate in departmental activities such as organizing and digitizing cultural resources inventory reports, meet with BIA and other federal officials regarding HHPD's missions and projects.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Anthropology or Archaeology; and one (1) year of experience in archeological survey and excavation activities; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license; Must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of archaeological principles, theories, concepts, methodology and techniques. Knowledge of archaeological survey and excavation techniques, research methods, procedures and techniques. Knowledge of historic preservation regulations, guidelines, policies, procedures and standards. Knowledge of Navajo traditional cultures and beliefs and regional/Southwest prehistory. Skill in conducting archaeological surveys and excavations. Skill in identifying, evaluating, and mitigating effects of impacts on archaeological and historic resources. Skill in applying Navajo traditional cultures and beliefs to tribal planning, management, and preservation activities. Skill in analyzing archaeological artifacts.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.